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Chief, Estimates Staff

1. Assign continuing responsibilities to personnel of Specialists Group and General Group.
2. Constitute ad hoc teams from both groups for preparing terms of reference, reviewing departmental intelligence contributions, and drafting estimates for consideration by the National Estimate Board.
3. Review and approve all papers forwarded to the National Estimates Board.
4. Sit with the National Estimates Board when the work of the Estimates Staff is under consideration.
5. Maintain a continuing review of the work load and working methods of all personnel, insuring that a high level of performance is maintained by Estimates Staff members and making recommendations to the National Estimates Board as necessary to insure the adequacy of research and informational support provided by the departmental agencies and by other CIA activities.

Specialists Group

1. Keep informed on all significant developments in the areas of their assigned responsibility.
2. Call to attention of General Group and National Estimates Board any information suggesting the need for new estimates or revision of existing estimates.
3. Assist in the preparation of terms of reference and draft estimates as directed by the Chief, Estimates Staff.

(NOTE: The Specialists Group, its immediate clerical staff, and the

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Reference Center should be located in a secure area where all sensitive materials may be studied in conjunction with the normal flow of intelligence information.)

General Group

1. As directed by the Chief, Estimates Staff, assume responsibility for the preparation of terms of reference and draft estimates.
2. Perform such other duties as directed by the Chief, Estimates Staff.
3. Assist in the general planning and initiation of national intelligence estimates by
 - a. Keeping generally informed on world developments.
 - b. Maintaining a continuing assessment of those developments in light of the historical, ideological, and economic factors involved or underlying them.
 - c. Measuring those assessments against the security interests of the United States.
4. As directed, assist in the review of draft estimates prepared in the Estimates Staff.

Info Control

1. Receive and route all incoming documents (except sensitive materials.)
2. Maintain necessary control records.
3. Disseminate all papers.

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Reference Center

1. Maintain reading room and central files.
 2. Maintain secure area for use and filing of sensitive material.
 3. Operate a center for receiving current and sensitive information from AP, FBIB and SRC, routing such materials when applicable, displaying them when applicable, or calling Specialist personnel when applicable.
 4. Ascertain information needs of ONE personnel and direct Information Control on their procurement and routing.
- (NOTE: When Specialist Group is located in a secure area, function 2 will not apply.)

Publications

1. Summarize cable traffic and publish CIA daily summary.
2. Give technical editorial scrutiny to NIE's or ONE memoranda and publish advance copies.
3. Provide reproduction facilities for ONE.

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